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THE WHITE HOUSE
WASHINGTON

November 18, 1968

MEMORANDUM FOR

THE HEADS OF DEPARTMENTS AND AGENCIES

Many of you have already made legislative recommendations to the Executive Office under established procedures, or have participated in preliminary discussions with White House staff concerning the State of the Union address. These are now under careful study.

As in previous years, however, I would like you to suggest specific draft material relating to your area of responsibility which might suitably be included in the State of the Union Message. The material should come to my Special Assistant, Joseph A. Califano, Jr., by December 2. The Bureau of the Budget should receive brief descriptions of any legislative proposals in support of State of the Union material which you submit by the same date, if such proposals have not already been submitted through usual channels.

This request reflects my belief that we must take every step necessary to maintain our security, continue prosperity, and improve the quality of life for all. In addition, we must continue to search for new ways to increase governmental efficiency, to eliminate waste, and to modernize governmental machinery. This is particularly important in view of the present budgetary situation.

This will be my final State of the Union Message, and I am particularly interested in your views as to the general tone of the Message and those points which you believe should be emphasized.

